

[HRD-NOV-2025-044](#)

21 March 2025

John Hay Management Corporation (JHMC), a subsidiary of the Bases Conversion and Development Authority (BCDA) is the estate manager of the Camp John Hay Reservation containing an area of 625 hectares more or less is in need of:

Position **OFFICE OF THE BUILDING OFFICIAL (OBO) CLERK**  
Employment Status **Fixed – term Employment**  
Salary **Job Level 8, Php 678.20/day**

## QUALIFICATION STANDARDS

Education	<i>Bachelor's Degree in Civil/Architecture Engineering</i>
Experience	<i>At least 1 year of work experience in the processing of a building permit or any regulatory permit</i>
Training	<i>None</i>
Other Requirement	<i>Preferably licensed, MS Office Literate</i>

## GENERAL DUTIES AND RESPONSIBILITIES

1. *Receives and checks the completeness of requirements of applications for any National Building Code (NBC) Permits or Certificates.*
2. *Notify evaluators/Inspectors of applications for any NBC Permits and Certificates.*
3. *Prepare PES related reports and other reports required from the OBO.*
4. *Receives and checks the completeness of requirements of applications for an Authority to Operate and clearances for Business Permits.*
5. *Notify evaluators of the Building, Locational, and Sewerage Clearances on incoming applications.*
6. *Prepares the Order of Payment and ATAP.*
7. *Regularly updates the Building Official on the day – to – day operations of the office*
8. *Perform other tasks as assigned from time to time, as necessary.*

Qualified applicants are requested to **PERSONALLY SUBMIT** the following to the **HRD on or before 28 MARCH 2025:**

1. Application letter  
Addressed to the: President and CEO Atty. Marlo Ignacio V. Quadra  
Attention: HR Officer Avigale C. Villanueva
2. Barangay Certification (Residency and complaints, its nature, and status, if any)
3. Diploma
4. NBI Clearance
5. **Notarized** Personal Data Sheet (PDS) with at least three (3) character reference with **email addresses and contact numbers**
6. Transcript of Records and/or Form 2316 (for High school graduates)
7. Copies of Training Certificates (2024 – 2020)

For inquiries, please email: [avigale.villanueva@jhmc.com.ph](mailto:avigale.villanueva@jhmc.com.ph)

**LATE AND INCOMPLETE APPLICATIONS SHALL NOT BE ENTERTAINED**

*The Equal Opportunity Principle is recognized by this office, and all qualified applicants will be given consideration for employment regardless of their preferred sex or gender, age, ethnicity, religious affiliation, civil status, national origin, disability status, or any other characteristics protected by law*